

EXECUTIVE COMMITTEE
Wednesday – February 5, 2003
3:00 -5:00PM
MINUTES

PRESENT

Jeffrey Hawkins, Chair
Maxine Lee, Vice-Chair elect
Elizabeth Dawsey, Vice-Chair elect
Sybil Lyons-Davis
Rondoe
Jonnie Hamilton

EXCUSED

Michael Parent
Greg Minnifield
Mary Ferris
Joy Schumacher
M. Waldman
B. Stimson

SEMHAC STAFF

Joy Royes

HIV/AIDS STAFF

Jewell Martin
Cynthia Marshall

GUEST

Keith Meeks

I. Call to Order

The regular meeting of the SEMHAC Executive Committee took place at the 7th floor Chapel of the City of Detroit Health Dept. The meeting was called to order at 3:25p.m. by the Vice-Chair, E. Dawsey.

II. Moment of Silence

A moment of silence was held to remember those infected and affected by HIV/AIDS also With special memory of Rev. Bagley.

III. Approval of minutes and today's agenda

There were no minutes to be approved. The agenda was unanimously accepted.

IV. President's Report – J. Hawkins, Chairperson

J. Hawkins apologized for his tardiness. Mr. Hawkins complimented the Vice-Chairs and the Planning Coordinator for keeping things running smooth in his absence.

V. Grantee's Report – J. Martin

J. Martin reported that the Bill for allocation of funds for HIV has not been issued by the Senate as yet. To continue the program HRSA has allotted 33 percent of this current year fiscal year's budget. Until final awards are made, this will trickle in on a quarterly basis. The amount of the budget rounds out to \$141,000.00 for SEMHAC. M. Lee – Requested break down of fiscal spend down in writing. There is no award letter coming forth to issue a breakdown in writing. C. Marshall responded that the temporary solution is to do 90 day extensions for existing contracts. C. Marshall- Last year's allocation was received on February 23, 2002. J.Martin - There is no time frame when FY '03 allocation will be received at this time.

VI. Committee Reports

A. Media Marketing – G. Minnifield

Chair Not present

B. PWC - Rondoe

Rondoe- Jan 27 meeting with Bob Lewis of ACSEM and PWC was very informative. It was able to start a dialogue between PWA and Case Management. Letter has been drafted to invite PWA and Case Management meeting in the form of a Community Forum. M. Lee- Standards of Care are being shifted and adjusted differently from how they were developed. Committee needs to know in the beginning what services are provided and where do PWA's go to utilize the services. Open invitation to Grantee Staff to the PWC meeting to engage in open dialogue

Jewell: In terms of problems with Service Categories or needs for services, Grantee is the purchasing agent. If there are concerns or issues of services please let them know. A Resource Directory is needed and we will see how one can be obtained. By next year a Resource Directory will be available.

C. Prioritization & Allocation – Joy Royes

Committee has no chair as of yet and will not be reconvened until March/April to start preparation for the process this summer.

E. Long Range Planning – Sybil Lyons-Davis

*****NOTE – garbled section on tape.....

Committee continues to work with the Consultant. The Goal Champions are working with sub-committees to help direct the “homes” with meeting the goals.

F. Needs Assessment – J. Royes

The committee is working with Surveillance to get data on People who are in Care and focusing on people who are not in care. The instrument for people not in care is in draft form and almost ready to be piloted.

G. Nominations/Membership/ByLaws – J. Royes

Chairs not present. Executive committee was given and asked to review Mark-Up Revised SEMHAC By-Laws. They were asked to pay special attention to the areas that denoted changes in the membership structure.

H. Evaluation – J. Hamilton

The Committee has completed its schedule and scope of services. Committee Chair needs to know who sits on the committee as they begin to meet. J. Royes - Efficiency of the Administrative Mechanism survey has been distributed.

D. Resource Development – J. Royes

Chair Not Present. Accounting software has been purchased – trying to reconcile old books and do new budget for FY2003.

VII. Old Business

A. Staffing – J. Royes

Interviewing process is taking place and there are strong candidates, formal recommendations should take place by the end of February.

B. Designation of Chairs

Rondoe: Motion #1 – Approve designation of Danny Jones as Chair of Prioritization and Allocations Committee – *passed unanimously*

Motion # 2 - Approve designation of Sybil-Lyons-Davis and Keith Meeks as Co-Chairs of Strategic Planning Committee - *passed unanimously*

Motion # 3 - Approve designation of Joy Scumacher as Chair of Resource Development/Fiscal Oversight - *passed unanimously*

VIII. New Business

A. SEMHAC restructuring

All action items tabled until more committee members present and more time for discussion.

B. Rapid Reallocation

Committee approved Grantee requests for Reallocation of Funds

C. Letter of Support

Urban Caring Institute requested a Letter of Support. There were questions around his program. C. Marshall addressed the fact that HIV is mentioned in the mission statement and whether there are disclosure issues with that. Committee was unclear with what he wants support to do

ACTION - Invite Jonsea Nelson to Full Council to do a presentation on his program

D. Establishment of Calendar –

- a. ACTION - Needs Assessment Report Deadline is July 15, 2003
- b. ACTION - Prioritization and Allocation will take place the first week of August
- c. ACTION - Full Council meetings will adjust to coincide with the fiscal year

E. Request for Lawrence Harper Sr.

- a. ACTION - Request for Technology Committee and subsequent budget - ***DENIED***
- b. ACTION - Request for presentation to Full Council - ***DENIED***

IX. Next Meeting

March 11, 2003 at DHD from 3 – 5 p.m., Room 420B

X. Announcements - NONE

XI. Adjournment

Abrupt adjournment due to time constraints

Chairperson's Signature: _____ Date: _____

Recorder's Name: Rosalind McCain(temp) Date: 11/10/03